



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION
CITY OF CHICAGO

LIQUOR LICENSE PLAN OF OPERATION

Licensee: PORTAGE THEATER MANAGEMENT, INC.

Premises: 4050 N. Milwaukee Avenue
Chicago, IL 60641

License Types: Incidental Consumption on Premises Liquor License

Account Number: 295978

Site: 1

Pursuant to Chapter 4-60-040(h) of the City of Chicago Municipal Code, the City of Chicago Local Liquor Control Commission (LLCC), the City of Chicago Department of Business Affairs and Consumer Protection and the above named Licensee have agreed to the issuance of the aforementioned licenses under the following conditions:

1. HOURS OF OPERATION

The Licensee will operate during the legally permissible hours of operation as authorized by the City of Chicago Municipal Code, including not offering alcoholic beverages for consumption on Sundays until 11:00am.

2. EQUIPMENT LOADING & DELIVERIES

All vehicles delivering (unloading and loading) talent equipment and other production items or props will enter the loading bay area at the Premises from the alley immediately behind and adjacent to the Premises. At no time shall any vehicle loading or unloading equipment or other items in the rear of the Premises be parked or standing in the alley immediately behind and adjacent to the Premises.

3. EMPLOYEES

Food staff will be required to hold Serve Safe Food Protection Manager Certification. Alcohol serving staff will be required to hold Beverage Alcohol Sellers and Servers Education and Training (BASSET) certification by the Illinois Liquor Control Commission.

4. ALCOHOL SERVICE POLICIES

Patrons must be 21 years old or older to be served alcohol and will be required to produce valid Illinois Liquor Control Commission approved identification. Adequate proof of age



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and identity of an individual in Illinois is a document issued by a federal, state, county or municipal government including, but not limited to, a driver's license, selective service card or an Armed Services identification card. Prior to and as a condition of their employment, Alcohol serving staff and security staff will have received training to detect fake licenses or identification cards in order to insure that no underage drinking takes place on the premises. The Licensee shall also utilize a taxi company to assist with patrons leaving the premises. The Licensee shall assist patrons requesting taxi services arriving at and departing from the Premises and ensure that taxis and other vehicles dropping off passengers at the licensed premises do so efficiently so that the flow of street traffic is not disturbed. Patrons exiting the Premises who appear to be over served will be encouraged to take a taxi home and will be assisted by security staff into taxis.

5. SECURITY CAMERA SYSTEM

Licensee will install a Video Surveillance System that will cover critical areas of the interior and exterior of the theater. 11 Exterior and 8 Interior Axis HD cameras will be installed in combination with adequate lighting for optimal recording and playback quality. The system will be centrally monitored and set to record 24 hours of each day. Data will be stored on a 2 TB Digital Video Recorder System. Licensee shall maintain recorded data for a minimum of one week and make such data available upon demand to any law enforcement agency. The locations of the cameras shall be consistent with the diagrams on Exhibit A attached to this Plan of Operation. However, Cameras may be relocated to support operations given that notice is made at least 14 days in advance (provided exterior cameras remain exterior and interior cameras remain inside) and approved by the 16th District Police Commander. Additionally, Licensee shall join the City of Chicago OEMC Private Camera Initiative and give OEMC permission to access those cameras should a 911 call be received from the Premises.

6. EXTERIOR SAFETY PLAN

Licensee Exterior Safety Plan incorporated herein, shall prevent or minimize the following conditions:

a) Excessive Noise - Licensee will prevent excessive noise during business hours from customers entering and leaving the premises by posting signage at the door including "Please Respect our Neighbors, Please Exit Quietly." In addition to signage, security staff will be posted at the front door monitoring customers and respectfully but firmly requesting departing customers to leave quietly. Licensee's security will be managed by personnel whose responsibilities include enforcement of Licensee's security policies, all of which shall be consistent with all local, state and federal laws.



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- b) Obtrusive Customer Behavior: If a customer is inside the establishment and is acting obtrusively, security staff and/or the manager on duty are instructed to kindly approach the customer and request that the customer leave the premises. In addition, the manager on duty or security staff will assist the customer in getting a taxi, or if with friends, the manager on duty and/or security staff will also kindly request the friend or friends to please leave quietly with the obtrusive customer. In any event, assistance with getting a taxi or taxis will be offered.
- c) Exterior Loitering at Front Door, Smoking Area or Other Areas: While there will generally be some customer traffic at the front door, customers and other individuals will not be allowed to loiter in front of the premises. Customers will be allowed to enter and exit with appropriate ID and proof of entry payment in order to smoke cigarettes outside. Smoking will be prohibited within 15 feet of the front door. During this time they must keep their noise level quiet or they will not be permitted to re-enter the premises. If customers are NOT smoking, then security staff will alert them to either come back into the establishment or not loiter in the front of the establishment. A designated smoking area will be indicated and a secure exterior ash tray will be provided. Security staff will also walk around the building exterior at regular intervals depending on the night, generally every hour starting at 8pm through close to confirm that no individuals are loitering near the premises out of direct sight from the front door. The security camera system will also be utilized to monitor record and preserve exterior activity.
- d) Accumulation of Litter: In addition to the secure exterior ash tray, Licensee will control the accumulation of litter from its customers and other individuals by maintaining a routine sweep of litter outside the establishment by its staff. The walk around sweeps will occur at opening and periodically through closing each night. The final sweep each night of operation will include a sweep of litter for a half block on each side of the premises along Milwaukee Avenue and around the perimeter of the premises.
- e) Fights, Verbal Harassment and Criminal Activity: Proper prevention of fights and other such activity begins with proper security procedures at the front door and proper control and monitoring of alcohol consumption by customers consistent with the BASSET training of all managers and servers. In the event of a fight, verbal harassment incident or criminal activity outside the premises, security staff and the manager on duty are responsible to call, from a house landline, 311 for non-emergency situations and 911 for emergencies. In the event of any such activity occurring within the Premises, the manager on duty and security staff are instructed to immediately contact police, turn up lights, turn off music, intervene in a manner consistent with the safety of all individuals and if possible remove any offenders from the Premises.



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f) Parking and Traffic Congestion: In addition to the requirements of Section 4 herein, customers will be encouraged to utilize public transportation options and provided directions to bus stops and el stations on Licensee's web site.

g) Pedestrian Traffic: Licensee will mitigate interference with pedestrian traffic in front of the Premises by creating a single file line along the exterior window line for entering patrons and utilizing a two person entry team of a cashier and security manager to move patrons quickly through the line. In the event that the Premises reach maximum capacity, a short line will be maintained along the exterior window line and all others will be encouraged to depart by security.

7. MEETINGS AND COMMUNITY ORGANIZATIONS

Licensee will become a member of and attend meetings of appropriate community organizations. In addition, Licensee will participate in local C.A.P.S. meetings, meetings with the local police commander and other groups to discuss any neighborhood issues or concerns. Additionally, Licensee's President shall provide his name, mobile phone number and email address to the local Alderman's office.

8. NOTICE OF EVENTS AND EXPECTED ATTENDANCE

Licensee shall provide the 16th District Police Commander and the Alderman the name of the show or performer, the expected attendance at the show, the anticipated start and end times, and the number of security personnel being employed for the show at least three (3) days before the show, such notifications shall be sent via electronic email.

9. ELECTRONIC DANCE MUSIC ("EDM")

In the event Licensee allows any EDM shows/events at the Premises admission to the Premises shall be limited to those patrons 21 years of age or older. For purposes of this Section, EDM shall be defined as a DJ only, or multiple DJs whose only performance is the playing of prerecorded music of others. Performers that incorporate electronic beats or prerecorded music in their acts shall be allowed, provided those performers either sing vocals or play an instrument(s) (or do both) during their performance.

10. The Licensee shall not apply for a Late Hour license at any time.

The conditions of the Incidental Consumption on Premises Liquor License issued pursuant to this Plan of Operation are legally binding and may be enforced by the City of Chicago



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enforcement authorities under MCC 4-60-040. All other conditions of the license are governed by the City of Chicago Municipal Code. Violation of the above stated conditions may result in the imposition of a fine and/or suspension or revocation of all business licenses issued to the Licensee. Violation of the above stated conditions may also result in the issuance of Cease and Desist Orders prohibiting the activity which violates the conditions of the liquor license.

The conditions of the license issued pursuant to this Plan of Operation shall apply to the business address and Licensee and to all officers, managers, partners, and direct or indirect owners of the licensed entity. The sale of the business to other persons purchasing the stock or membership units of the licensed entity does not void the conditions of the license. Any and all potential new owners of the licensed entity shall be subject to the same conditions set forth in this Plan of Operation.

It shall be the duty of every person conducting, engaging in, maintaining, operating, carrying on or managing the above mentioned business entity to post this liquor license plan of operation next to the Incidental Consumption on Premises Liquor License in a conspicuous place at the business address.

Licensee: PORTAGE THEATER MANAGEMENT, INC.

**Premises: 4050 N. Milwaukee Avenue
Chicago, IL 60641**

**Charles Burns, President
PORTAGE THEATER MANAGEMENT, INC.**

**Gregory Steadman
City of Chicago
Local Liquor Control Commissioner**

Signed this Day of June 13th, 2014